

## **Draft Performance Work Statement for W74V8H-06-T-0145 SAGD – Professional Technical Services and Products Support**

### **Scope**

### **Background**

The J-8 Studies, Analysis and Gaming Division (SAGD) has a recurring historical requirement for contractor-provided support, primarily off-site in a secure facility, for war games workshops, seminars, conferences, meetings, and high priority issue analyses when requirements and competing priorities exceed SAGD or other J-8 Division or Joint Staff capabilities and no DOD or governmental sources are available or can adequately perform the required tasks in the timeframe required. Past efforts requiring this type of support include short notice SecDef and CJCS tasked studies and issue analyses; the J-8 2005 Quadrennial Defense Review Cell and subsequent Deputies Advisory Working Group taskings; Homeland Security/Chemical Biological Radiological Nuclear Explosive (CBRNE) consequence management war games and table top seminars; rapid fielding studies; efforts in support of the Global War on Terror (GWOT) planning and execution; and support to the J-8 Joint Unmanned Aerial System Center of Excellence.

### **Purpose**

To obtain Contracted Advisory and Assistance Service for professional and technical services and products in support of J8/SAGD.

### **Objective**

To provide for the ability to conduct facilitation and gaming support for ongoing and future J-8 and Joint Staff seminars, workshops, and assessments at an off-site location when requirements exceed the capabilities of the organic J-8/SAGD (ME800) gaming facility in terms of numbers of personnel or when increased demands exceed that ability of J-8/SAGD to provide support in a timely manner (overload capacity). Typical requirements for this type support include mission essential SAGD designed and executed war games, seminars, workshops, and assessments supporting force management (including ongoing operations), operational availability, politico-military seminars, requirements generation and capabilities based analyses, and future transformation efforts. This effort also provides issue analysis to be performed by the contractor when tasks directed by SecDef or CJCS require rapid execution. This effort will support SAGD's ability to carry out its full range of responsibilities. In this effort, the contractor shall provide strictly non-personal services and shall work as an independent contractor not subject to the supervision and control by the Government.

### **Applicable Documents**

### **Reference to Detailed Specifications**

For planning purposes, J8/SAGD anticipates a requirement of 3, but no more than 6 major events for off-site execution during the period of performance. Major events are considered workshops, conferences and war games requiring a significant amount of planning and support which would be hosted at a contractor's off-site (within a 20 mile radius of the Pentagon) secure facility. Additionally, there can be requests to provide immediate on-site or off-site support for high-level tasks requiring subject matter expertise as outlined in the background paragraph above.

## **Specific Regulation or Guidance**

SAGD is the resident center of Joint Staff gaming support. Organizations seeking SAGD assistance continue to grow as the benefits of gaming and decision support become better known and gain acceptance respectively. The consequence of increased demand, compounded specifically by evolving operational requirements, has resulted in requests that often exceed the ability of SAGD to support in a timely manner. Therefore, contractor support is required to ensure that critical decision-making and gaming requirements are satisfied when demand exceeds SAGD's organic capabilities. Examples of recent tasks assigned to SAGD during the past year that were executed using contractor support include the Joint Multi-Service Force Deployment (MSFD) Conference, Operational Availability (OA) 06 Conference, J8 QDR Cell and other similar events. Future requirements that may require contractor support include the politico-military games and issue analysis efforts associated with the Joint Capabilities Integration and Development System (JCIDS), GWOT or national security issues.

## **Tasks**

### **1-Issue Analysis**

This is a critical analysis of a topic specified by SAGD. The contractor shall research, gather data, and analyze significant aspects and implications of an issue. The government at the time of tasking will determine the analysis methodology. The contractor shall prepare and provide reports and briefings based on the results of each issue analysis describing method, data, results, and conclusions.

### **2-War Game Pre-planning**

The contractor shall accompany SAGD to preliminary meetings with the game sponsor and subsequent planning sessions. Based upon these meetings and planning sessions, the contractor shall provide to SAGD recommendations and a work plan for the design and methodology of war games, seminar and workshops to meet sponsor requirements. The contractor shall assume lead role in executing the game when directed by SAGD only after Government approval as described in Task 3 below.

### **3-Game Development**

The contractor shall refine objectives and develop a viable game concept and submit it to SAGD for approval. Once approved, the contractor shall prepare and identify relevant game products (e.g., briefings, background articles, scenarios, game books, etc), contact participants, and provide a review of all game products with the game's sponsor.

### **4-Conduct a War Game**

The contractor shall execute war games. The contractor shall present briefings, facilitate and moderate, record, and manage game events. The contractor shall establish participant registration procedures, badging procedures, security checking, and provide access to computer and audio-video equipment for conducting game events. The contractor shall also be able to provide a secure facility (Top Secret level) for up to 250 participants. (Note: SAGD organic spaces can only accommodate events up to 100 people; contractor shall have capability of providing off-site facility able to conduct games and workshops for 250 participants)

## 5-Game Report

Upon completion of a game, the contractor shall draft and provide a briefing summarizing emerging results and providing preliminary conclusions and recommendations. In addition, the contractor shall compile notes, and assemble submitted and generated materials for reference. The contractor shall prepare a final report of game activities and results.

## 6-Plan Conference/Meeting

Once the need is identified by the Government, the contractor shall plan and organize meetings and workshops designed to assess or discuss particular issues. The purpose of a meeting and workshop might be to rank programs, develop a mission statement, or brainstorm an issue. The contractor shall provide a conference and meeting plan after interfacing with the sponsor regarding meeting and workshop requirements.

## 7-Conference/Meeting Materials

The contractor shall prepare and provide all materials required for conferences and meetings. Handouts, briefings, badges, and administrative information represent typical products.

## 8-Conference/Meeting On and Off-site Support

The contractor shall provide administrative support (i.e., copier services, help desk support for computers and software to be utilized, message posting, office administration, A-V equipment maintenance, etc) during conferences and meetings.

## 9-Conference/Meeting Report

The contractor shall provide a report summarizing the discussions and consolidating notes capturing significant results that took place during the meeting or conference. Format (report, briefing, or both) is event driven and can include written reports similar to those prepared for named war games, and electronic presentation of results (i.e., PowerPoint format, or creation of a database (Excel spreadsheet)).

## 10-Operational Support

The contractor shall identify and recommend any unique expertise and capabilities required for games and seminar. The contractor shall identify such expertise and capabilities during pre-planning or design phases and provide it for the applicable game and meeting. Examples of unique expertise and capabilities are database creation or employment of computer models (to adjudicate or assess operational decisions). For the employment of computer model, the contractor shall also provide operators and data support for the event.

## 11-Cost estimates

The contractor shall provide the SAGD Contracting Officer's Representative (COR) with initial cost estimates for each required tasking; shall receive SAGD approval prior to execution of each tasking; and shall provide SAGD with a final cost summary for all completed taskings.

## 12-Monthly Report

The contractor shall submit a monthly accounting of hours and costs expended for the previous month on individual events, and cumulatively under the contract. The contractor shall include any required metrics reporting in the monthly report.

## 13-Metrics

The contractor shall provide metrics so the Government can assess performance of all tasks on a monthly basis using standards that measure the level of timeliness, the quality of support, and support that is responsive and focused on the needs of the customer. The contractor shall apply the following metrics and provide a

### 13.1-Timeliness

Timeliness - Completed issues, events, tasks are delivered on time.

- Green - 100% of the products delivered on-time IAW with contract schedule
- Amber - 90 - 99% of the products delivered on-time IAW with contract schedule
- Red - less than 90% of the products delivered on-time IAW with contract schedule

### 13.2-Quality of Support

Quality of Support - Overall Support is complete, responsive, and adheres to the stated objectives.

- Green - 100%
- Amber - 90 - 99%
- Red - Less than 90%

### 13.3-Support is Customer Focused

Support is responsive and focused on the needs of the customer.

- Green - The contractor is proactive in identifying problems and recommending solutions. Receptive to government feedback, quick to solve problems and keeps the government informed.
- Amber - The contractor acts on problems identified by the government in a timely manner.
- Red - Problems and issues are not dealt with or resolved in a timely manner.

## **Special Requirements**

### **Security Level**

Work on this project requires contractor personnel to access classified information. Personnel working permanently on-site must qualify for a Joint Staff badge, or have a Top Secret clearance. Personnel working off-site assigned to this contract shall have clearances commensurate with the tasking's classification. The Government may conduct a war game, conference/meeting at the TS/SCI level; therefore, the contractor shall be prepared to support this potential level of effort either on-site (Pentagon) or off-site (contractor location) when directed.

In addition to the above the contractor shall comply with the following Joint Staff security requirements:

1. The recipient shall afford the information and material a degree of protection equivalent to that afforded it by the releasing government.
2. Classified material generated under this contract must be assigned a security classification as specified by the classification of the source documents used
3. Security Classification(s) shall be governed by the National Industrial Security Program DOD 5220.22M
4. Classified ADP Processing is authorized at the Top Secret Level. Access at Collateral and SCI required.
5. Access to the Joint Staff Information network (JSIN-C) requires the individual to be cleared for NATO Secret. Individuals with access to NATO Confidential information or higher must have a briefing in accordance with United States Security Authority for NATO Affairs Instruction I-69 (5100.55, Encl 2), "United States Implementation of NATO Security Procedures," Section VI. The briefing ensures individuals with access to NATO information are aware of pertinent security regulations for safeguarding NATO classified information and the consequences of negligent handling.
6. The Contract Security Officer shall provide a copy of the briefing certification using the format in USSAN 1-69, section VII, along with the visit request to the Joint Staff. All individuals with access to JSIN require a Joint Staff entry badge and verification of the NATO briefing prior to access. JSIN access requests shall not be processed until the Contract Security Officer presents the required documentation.
7. Within 30 days of arrival to the Joint Staff, the contractor shall attend the Security Indoctrination Blocks of the Joint Staff Training Program, if they have not previously attended.

### **Building/Computer Access**

Work requires contractor personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

### **Place of Performance/Travel**

Primary work shall be performed in Joint Staff secure spaces, Pentagon, Washington, D.C. or in contractor provided off-site facility. The Government anticipates that for the performance period of this SOW, the contractor may be required to attend seminars, conferences within the metropolitan area

or make trips to COCOMs in support of tasks. Travel budget will be set at \$5000.00. The COR must approve all travel in advance. All travel shall be conducted in accordance with the Joint Travel Regulation.

#### **Government Furnished Property/Material**

All deliverables become the property of the United States Government. Unless otherwise stated, all deliverables will be submitted in both hardcopy and electronic media in Microsoft Word/PowerPoint/Excel format.

#### **Period of Performance**

The period of performance for this effort is from 10/01/2006 to 09/30/2007

#### **Contract Options**

For Option Period One, the contractor shall perform Tasks 1 through 13 above with a period of performance of 1 October 07 through 30 September 08;

For Option Period Two, the contractor shall perform Tasks 1 through 13 above with a period of performance of 1 October 08 through 30 September 09;

For Option Period Three, the contractor shall perform Tasks 1 through 13 above with a period of performance of 1 October 09 through 30 September 10;

For Option Period Four, the contractor shall perform Tasks 1 through 13 above with a period of performance of 1 October 10 through 30 September 11.

#### **Deliverables**

<b>SOW Paragraph Reference</b>	<b>Deliverable Description</b>	<b>Delivery Date (no later than)</b>
1	Critical Analysis Reports and Briefings-	5 Days after tasking date
2	Game Design and Methodology & Work Plan -	5 days after tasking
3	Game Objectives, Concept and Game Products -	5 days after tasking
4	Game Event Badges, Rosters and Game Book -	5 days after tasking
5	Briefing and Preliminary Report and Edited Notes-	5 days after tasking
6	Meeting/Conference and Workshop Plan -	5 days after tasking
7	Briefings, Handouts and Administrative Information -	5 days after tasking
9	Conference/Meeting Summary Briefing and Report -	5 days after tasking
10	Expertise and Capabilities Recommendations -	5 days after

		tasking
10	Implementation of Expertise and Capabilities, Tools and Adapted Material	5 days after tasking
11	Price estimate -	5 days after tasking
12	Monthly Expenditure Report -	Last day of each month
13	Performance Metrics Report -	Last day of each month

### **Draft Evaluation Criterias for W74V8H-06-T-0145 SAGD – Professional Technical Services and Products Support**

**Go/No-Go Criteria:** Contractor provided secure facility within a 20 mile radius of the Pentagon that can host up to 250 personnel on short notice. Contractor facility for hosting off-site events shall be certified for Top Secret with the ability to host classified events at the Secret level

#### **Security Clearances**

All Contractor personnel must have a Top Secret clearances and subsequently clearable for TS/SCI. Contractor personnel for off-site events shall be eligible for or possess Secret level clearances at a minimum.

**The following evaluation factors (listed in descending order of importance) were determined to be necessary in evaluating proposals in response to the requirements identified in the Performance Work Statement.**

- 1) Technical Approach  
The offeror's proposal will be evaluated on their approach to meeting the requirements specified in the Performance Work Statement. The following will be evaluated:
  - a. Proven ability to conduct an analysis and issue a report.
  - b. Proven ability to plan, develop, conduct a war game and issue a report.
  - c. Demonstrated knowledge and experience in facilitation, gaming or similar decision support activities.
  - d. Proven ability to plan and execute conferences, workshops, seminars (on and off-site) and issue reports.
  - e. Proven ability to provide operational assistance (translations, database creation or employment of computer models).
  - f. Demonstrated experience in national defense issues including major defense reviews such as the QDR; Joint Staff functional responsibilities; defense planning; combatant command responsibilities; and politico-military activities or similar activities.
  - g. The offeror will be evaluated on their technical execution on similar contracts or tasks.
  - h. The offeror will be evaluated on their compliance with required proposal format defined in the RFP.
- 2) Facility  
Contractor shall have the capability to host classified events (up to Top Secret level) and an on-site security manager who can support site visit clearance requirements, storage of classified material, mailings, packaging, and physical security.
  - a. Size. The inclusion of a facility requirement reflects the inability of SAGD to accommodate events of more than 100 personnel in their gaming rooms. The offeror will be evaluated on their ability and experience to host games, workshops, conferences and seminars for up to 250 personnel on short notice.
  - b. Equipment Support. The offeror will be evaluated on their ability to provide required equipment such as audio-visual display and projection equipment

required to support events. c. Reception and Administrative Space. Offeror will be evaluated on their ability to provide arrival, in processing, and support for events of up to 250 personnel. Areas shall be contiguous to main facility and have tables for computers, badges, messages, telephones etc. d. Data Processing. Offerors must demonstrate the necessary skills to operate models, prepare documents and briefings, use facilitation related software, and create and manipulate databases. These skills need not be of the offeror's core support personnel but it must be resident within the organization.

3) Management Approach

The offeror's proposal must demonstrate the ability to provide qualified personnel with the necessary experience and skills who have planned and executed seminars, workshops, and war games in the defense environment. Included will be labor mix, potential key personnel resumes, and staff matrix. 2. The offeror will be evaluated on their transition plan. 3. The offeror will be evaluated on their overall task management and site management approach. 4. The offeror will assess the potential risks associated with its management and technical plans and identify risk mitigation strategies.

3) Past Performance

The contractor shall demonstrate satisfactory or better record of conformance to relevant contract requirements. The Government will evaluate the offeror's demonstrated past performance in delivering quality services and in meeting technical, cost, and schedule requirements on similar past or current efforts. The evaluation will include the relevancy of the offeror's experience with work related to the requested effort including experience in managing, designing, integrating, producing, experience in national defense issues including major defense reviews such as the QDR; Joint Staff functional responsibilities; defense planning; combatant command responsibilities; and politico-military activities, experience in facilitation, gaming or similar decision support activities; ability to plan and execute conferences, workshops, seminars (on and off-site) and issue reports and sustaining the same or similar services during the past 3 years. The evaluation will further include the degree that the offeror's management has adopted and applied the principles and techniques of continuous systemic improvement in managing its total business to improve upon past performance. Problems not addressed by the offeror will be considered to still exist.

4) Price

Offeror shall utilize and identify appropriate personnel labor categories. Labor hours and total price proposed should be commensurate with the Performance Work Statement tasks. Contractors' proposal will be evaluated based on the factors above listed in descending order of importance: Technical Approach, Facility, and Management Approach is the most important aspect followed by Past Performance then Price. Contract award will be made to that contractor whose proposal is considered to be the most advantageous/best value to the Government, price and other factors considered. The Government may award any resulting contract to other than the lowest offeror. Price is considered significantly less important than all other non-price related evaluation factors.

The incumbent for this requirement is BAH.